

NM PED Assessments Platform Overview Training Script

Part 1: Test Administration

1. Hello and welcome to the New Mexico Public Education Assessments training for the New Mexico MSSA, iMSSA, and Formative Assessments. Part 1 of this training will go over Test Administration.
2. The agenda for the training is as follows; we will go over the training plan as well as training resources, provide an overview of the system and the testing process, then we will move into going through the administrative portal, managing users, managing students, setting up classes and test sessions, monitoring testing, invalidating tests, and assigning test report codes, and adding accommodations and accessibility tools.
3. End to end training of the platform has been broken into 3 parts, part 1 goes over Test administration, part 2 provides an overview of Student Test Interface, and part 3 is tailored to IT Coordinators and goes through Kiosk Installation and Site readiness. Video tutorials are also available on the New Mexico Help and Support Site, they provide step by step instruction and demonstration for specific tasks that we will go over in training. They are great for showing you exactly how to perform those tasks in the portal.
4. User guides are also available on the New Mexico Help and Support site, they cover all aspects of the online platform; the portal, the kiosk, reporting, and technical guidance. They are listed here for reference. Another training material available is the Portal Practice Site their URL is listed; this is a generic iTester portal site that allows users to view the menus and tabs and practice scheduling classes for a test. The practice site is cleaned up nightly.
5. Listed are some of the Terms and Acronyms that will be used throughout the training. iTester refers to the online platform that is used to administer and take the Cognia Assessments. When we state portal, we are talking about the New Mexico PED Assessments portal, the New Mexico PED Student Test interface is often referred to as the kiosk or kiosk application. Data Interaction is the online reporting component of the platform. The Family portal is where parents and legal guardians can view assessment results. And listed last are the user role abbreviations.
6. A few key differences between Summative (MSSA) and Interim (iMSSA)/Formative Item Sets:
 - a. For Summative students must use a kiosk to assess the assessment, for Interim and Formative students can use a web browser or kiosk.
 - b. Session Access codes are used for the Summative Assessment, but for Interim and Formative they are not used.
 - c. ASL, Spanish Tests, Text to speech is available for the summative assessment, for interim and formative ASL is not available and Spanish & TTS are limited.
 - d. For Summative assessments test scores will be populated in reporting after a scoring review and data clean up. For Interim, test scores will be reported the next day and for Formative machine & teacher scoring is used with results in near real time. See the formative user guide and tutorial for more information about formative items sets.

7. Listed is the typical test administration timeline for each year. A specific schedule will be published by PED each school year. But generally, in early summer the administration component of portal is closed for maintenance for about 3 weeks, the reporting component will remain open for users to view test scores. During maintenance all previous year's data is removed from the administration component. Mid-Summer the portal opens back up for Pre-ID and formative tests are available for the upcoming school year. In August new student test kiosks are available for download to install for the upcoming school year and the iMSSA Beginning of Year (BOY) window opens. In December the iMSSA Middle of the Year window opens. In January the State Accountability office will upload Pre-ID for any schools who have not uploaded any students. March is when the Pre-ID window will close, and the Summative testing will begin. The end of year iMSSA opens in April. In May both the MSSA and iMSSA EOY test windows will close. Late May/Early June early summative reporting is released, and Late June final summative reporting is released.
8. Moving on to the online system, there are two major components to the online system, the Portal which is used for administration and reporting and the Student Test interface which is used by students for test delivery. Within the portal users manage portal users, view reports, and working within the administration component to prepare for test administration. The student interface consists of the kiosk and browser.
9. There are two ways to access the student test interface, by using the Kiosk, which is required for Summative testing. The Kiosk must be downloaded and installed on each device. The second option is using the web browser and navigating to newmexico.cognia.org/student, the web browser can be used for all practice tests and Interim & formative assessments.
10. Here is a quick overview of the test preparation process, after accounts have been created, IT Coordinators will be able to begin downloading and installing the kiosks and preparing the site for testing, meanwhile DTCs and STCs will begin to manage their student data, add accessibility feature and accommodations, and create classes. When the tests are available to schedule, they will then schedule the classes for a test and print student logins. When the test window opens, students will log into the kiosk to take the test. After testing if needed test report codes and invalidations can be added. Once the scores have been processed, reports can be viewed by those that have access.
11. For the remainder of the training, we will be focusing on the New Mexico Assessments Portal and the steps involved in preparing and administering the assessments.
12. Access to the portal; if you are a new DTC an account will be created by Cognia, and your credentials will be emailed to you. If you already have an account you will continue to use it, if you are not a DTC and you need an account, you will need to contact your DTC. A few notes about user accounts.
 - a. when creating the usernames must be unique
 - b. new users will get two auto emails, one with their username and one with a temporary password.
 - c. When an account is reactivated or deactivated the user will receive an email
 - d. Ensure the email address associated with an account is valid and accurate.
 - e. Give user access to the programs they will be working on
 - f. And one last note is for DTCs and STCs to review the accounts at their organizations periodically and de-activate any unused accounts.

13. This is a matrix of user access for each user role in the portal. This can be helpful in helping you decide which user account to assign your users.
14. Users will access the portal at newmexico.cognia.org.
15. To create and manage user accounts a user will click on the Users' link on the portal home page, indicated by the number 1.
16. This will bring a user to the user management interface; Now we will just run through the numbered features in the screenshots.
 - a. To Edit or deactivate a user click on the pencil or the x in the row for the user you wish to edit or deactivate.
 - b. There are two ways to create new user accounts, the first is by clicking the Create new user button, and the second is by clicking import users, the buttons are indicated in the screenshot with the number 2.
 - c. To view deactivated users at your organization, check the box next to "show deactivated accounts" this will update the user table to accounts that have been deactivated, the check box is indicated by the number 3.
 - d. The number 4 is showing how you can filter the users table by organization and or role, this is helpful if you only want to view a list of users that have a specific role your school, such as viewing a list of TAs.
 - e. If you highlight a user in the table, shown in green in the lower screenshot, your menu options change on the screen, after selecting a user or several users you can deactivate in bulk or export a list of users. As indicated by the number 5. The nice thing about exporting users from user management is you can make edits in the exported file as needed then re import back into the portal.
17. When a user clicks on Create new user, they will be required to enter a username, first & Last name, and a valid email address for the account they are creating. Those fields are indicated by the number 1. Next step is number 2 select the user's role and then number 3 select the user's organization. The last thing to fill out for the new user is selecting the programs the users will have access too, there are 3 programs in the New Mexico Assessments portal, NM-MSSA (Summative), iMSSA (Interim) and Formative. Users have can have access to multiple programs. One thing to note, at least one TA account is needed to create classes.
18. Next, we will go over the Portal Landing page; If you click on the NMPED logo anywhere in the portal you will be brought to this portal landing page, when you click on your username you are able to update your information and update your password. You will click on administration to access the administration component of the portal where you will do the bulk of your work.
19. The Administration portal home page for DTCs will look like this screenshot, DTCs will have access to everything in the Portal. DTCs and STCs will do the bulk of their work on the tabs that are indicated by the number one, they will manage student data, create classes, schedule tests, and monitor testing. They will also have access to the proctor password indicated by the number 2 and DTCs will be responsible for approving enrollment transfers, banner notifications appear on the admin home page when there is a pending request, indicated by the number 3. DTCs and STCs and ITCs will have access to the Site Readiness tab, the kiosk installers, and the logins used to perform Site Readiness, all of those pieces are indicated in Green. Your IT Coordinators will only have access to those 3 pieces when they log into the portal.

20. The first step to prepare for administering any of the assessments is to manage your student data. DTCs can upload rosters using the Pre-ID Upload anytime outside of the Summative testing window. They can also transfer students from one to another within their district at any time. DTCs and STCs may request student transfers for students enrolled in another district. They can also add a student to their school or district at any time and verify/update student demographic information. A few tips:
 - a. A roster for a school can be downloaded at any time on the students tab by clicking “Export Roster” under the Exports link. The school roster includes Name, State Student ID and grade.
 - b. On the Pre-ID Management tab DTCs can download a roster by school or district that is in the Pre-ID upload format by clicking Export Students.
 - c. If you find you are not able to add a student, it could be that they are enrolled in a different school. At that point you would initiate a transfer request.
21. DTCs and STCs will also need to check and edit accommodations and accessibility features for their students. Accommodations can be added during the pre-id upload, individually or by using the accommodations upload which allows you to update multiple students at one time. The easiest way to use the accommodations upload is to Export accommodations from the portal, edit the exported file, and then upload that file back into the portal using the accommodations upload. One thing to remember is that accommodations applied to the student will be applied to any assessment the student takes unless the accommodation is removed before they log into the assessment. We will dive a little deeper into accommodations towards the end of this training.
22. We will now go over the Students tab; #1 is the organization drop down, this is where a user can select what school to view students for, when you click on Edit, indicated by the number 2 you are able to edit a student’s demographic information and accommodations. To add a student or to upload accommodations you will click on the respective buttons indicated by the number 3. If you click on Exports indicated by the number 4 you will be able to export accommodations or export a student roster for the school. To View enrollment information or to enroll a student in another school within your district you will click on the Enrollment info link indicated by the number 5. The student table can also be sorted or searched by using the magnifying glass next to each heading.
23. Also listed for each student there are links that allow you to view the classes a student is in and the test session a student is scheduled for.
24. To move a student to another school within your district, you will click on Enrollment info for the student, then click Unenroll, then click the link enroll student in a different school. A pop up will come up and allow you to select another school within the district to enroll the student too, once selected you will click enroll student to move them to the selected school.
25. When you click on Add Student, indicated by the number 3
26. You will need to fill out all the required fields, those are indicated by a red asterisk. The grade will be the students enrolled grade. EL Status is tied to years in USA Schools, so if EL Status is Current EL Student, then you need to choose a value from Years in USA Schools. If the State student ID is ever incorrect contact the Cognia help desk for assistance.
27. Moving on to enrollment transfers; this feature allows DTCs or STCs to request to transfer students into your district and school from another district. Both roles can initiate transfer requests. DTCs can also approve, reject and view requests for a school or the whole district. For

requests involving unenrolled students, the state and Cognia's help desk will approve. The workflow is as follows, the requestor will search by student ID, Last name and Date of birth, and initiate the transfer request, they can add notes if needed. Then the receiver gets an email and portal notification that there is a student transfer request for a student in their district, they will approve or deny the request, if they deny this will need to include a note. Once approved or denied the requestor will receive an email notification. A few things to note all requests, approvals and denials are logged in the portal and test sessions are NOT transferred, the optional notes can be used to indicate which sessions a student has taken.

28. The enrollment transfer page allows you to filter by organization, and status. On the page you have two tabs, one tab for approvals, these are requests from other organizations that need your approval and a tab for your requests. Click on view details to see the enrollment transfer request details and any notes that may have been included. Use the green request transfer button to initiate an enrollment transfer.
29. After you click on Request transfer you will enter the state student ID, Last Name and DOB and click search. Once that student is found you will select the organization within your district to transfer the student to add any notes if needed and click submit request.
30. Once you submit the DTC for the district where the student is currently enrolled will get a notification via email and in the portal that a transfer request requires their approval. In the portal the requestor will see that it is pending, and the receiver of the transfer request will see that it is awaiting their approval. To approve the request, they will click approve.
31. After managing your student data, you will move on to creating your classes, classes are groups of one or more students who will take a test.
 - a. Classes are created by grade and subject. A class created in error can be deleted if the class has not been scheduled for a test.
 - b. Separate classes are needed for English and Spanish test takers, English version test takers should not be added to classes with Spanish version test takers.
 - c. Students can be assigned to more than one class.
 - d. If a student needs to retake a test, you must create a new class and put the students in that new class and then schedule them for the test again.
32. Classes are created and managed on the Classes tab. Classes can be viewed and filtered by school and subject indicated by numbers 1 and 2. There are two ways to create classes in the portal the first is to create classes one at a time by grade and subject and the second is to upload classes, when classes are uploaded you are able to upload at the district or school level and you can also create classes across subjects and grades both of these options are indicated by number 3 and number 4. To view, edit or delete a class you will use the links indicated by number 5.
33. The first way to create a class click the create grade level class button and then populate the information on the screen, you will first create a name for the class and then add a TA, one thing to note is the TA Name and class grade will be automatically added to the class name in the portal. Then you will select your students, classes are limited to 90 students and there is a counter above the added students to let you know how many students have been added. Once you have added the student to the class you will then click save to create the class.
34. The second way to create a class is to use the Class upload, this feature allows you to save time and stay organized. With the class upload you are able to upload classes across different grades and subjects. Classes can also be uploaded at the district level as well. Classes will need to be

uploaded before the testing window opens, as this feature is blocked out during the summative testing window.

35. On the class upload screen there are two links, one for you to download the template and another to view the data definitions. You will download the template and populate it with the permitted values outlined in the data definitions. (Click) The permitted values show you the required fields for the upload and will be your guide in populating your template correctly.
36. To download the template, click on the link, when uploading at the district level the template will also include the organization number, that template does have an extra column. This is a sample template example; in this template you can see we are uploading some math and science classes for a few different grade levels and for different TAs. One helpful tip is to change the Grade/Course column to text so that the leading is retained. Once the file is populated with permitted values, save the file as a csv. And then upload the file into the portal.
37. Once your classes have been created and the test scheduling window is open you will be able to start scheduling test sessions. To schedule test sessions, you will need to select the program, subject and then test. Be sure to check the test name for language and grade and remember that students who need the Spanish version of the test will be scheduled separately. On the test sessions details page, you can review the students in the session, check the students form for TTS, print student login information, ensure that students are assigned the correct accommodations/accessibility feature by look at the student login cover page, and can monitor you test sessions and download test status. A few things to note, students do not have to test at the same time, logins can be used at any time during the test window, and if a student accidentally turns in a test session early the test session can be reopened.
38. Click on the Test session tab to schedule your test sessions, select the organization, the program, MSSA, iMSSA, or Formative, and then select the subject, select the test, and click Schedule New Test Session.
39. You will then verify the content area, program, and test. Once done, you will select the classes you wish to schedule, selected classes are highlighted in green. After you have selected your classes click schedule to schedule the test sessions. A few things to note about test scheduling, classes must be the same grade level as the test, if a class has already been scheduled it will not show up in the classes list, and the test window cannot be edited.
40. Your scheduled test sessions will then show on the test sessions page, to view the details and student logins, click the link for the test session.
41. The Test session details page will show the test session details along with Session access codes. It will also show the students in the test session, their login credentials, the form name, which helps identify your students that have text to speech or ASL, the time the student was added to the test session, they students test status, if they have Not Started, are in progress or finished.
42. You will also print the student test logins from the test sessions details page, select individual students or select all the students by checking the box in the header, then click on Export logins for selected students a pop up will appear allowing you to select the format and the number per page, once those choices have been made click export.
43. When the student logins are exported as a PDF, the cover page to that PDF will contain all the students in the test session, their username and password, and any accommodations or accessibility features they have been assigned. This cover page will help you ensure that your students have received the correct accommodation before starting their test. It also shows

accommodation that will need to be supplied locally. If you notice that one of your students is missing accommodation, go back into the portal to the students tab, add the accommodation and then update the test session.

44. Once your students have started testing, you will be able to see their test status on the test sessions details page.
45. If a test report code needs to be added to a student's test click on the plus sign for the test and then assign a test report code from the list. Invalidating test sessions is also completed on the Test session details page. To invalidate a test session, click on the blue link Invalidate. We will go over when each one of these should be used in just a few minutes.
46. To monitor testing, you have a few options; one is using the dashboard which will provide district and school level monitoring metrics. And the next is using the export test status feature on the Test session page. This feature allows you to export a list of all students with their test status.
47. Next, we are going to go over Completing testing and invalidating tests for SUMMATIVE Assessments.
 - a. The first step is to ensure that all students have a test status of "Finished."
 - b. If a student does not finish:
 - i. If a student starts a test session and completes 5 or more items:
 - ii. Leave the student in the class/test session.
 - iii. Contact PED to approve the invalidation
 - iv. If approved...
 - v. Enter a test report code of "PED-Approved Invalidation."
 - vi. Select "invalidate" for ***each test session***
 - vii. Put the student in a new class/test session and have them take both sessions if they are given another attempt.
 - c. Only a test report code of "PED-Approved Invalidation" should be invalidated. All other test report codes should not be invalidated.
 - d. An invalidation should only occur for a reportable score; a score is considered reportable if 5 or more test items were attempted.
48. If a student does not start any test session or attempts less than 5 items:
 - a. Leave the student in the class/test session.
 - b. Enter test report code and do not invalidate. The not started session or sessions with less than 5 items attempted will be removed during post test data clean-up.
 - c. Put the student in a new class/test session and have them take both sessions.
 - d. A few notes to remember, the iMSSA Interim assessments have slightly different rules for using test report codes and invalidation, which we will go over on the next slide, Students cannot log into a test that has been invalidated and additional attemptedness and test void rules apply after the test administration window and may impact reporting.
49. For iMSSA finished tests are machine scores and reporting the next day, on the next slide there will be a chart for you to reference on how test status test report codes and invalidations impact reporting for iMSSA. Some general guidelines are:
 - a. Ensure all students have test status of "Finished" unless they did not finish.
 - b. To document why a student did not start or complete a test, enter a test report code and invalidate the sessions using this two-step process:

- c. Enter a test report code.
 - d. Select “invalidate” for *each test session*
 - e. If the student will be given another attempt, place the student in a new class and create a new test session for that class.
50. Here is an iMSSA Reporting Chart that walks you through the test status and how it affects what is in reporting. A few key things to remember.
 - a. If a student is enrolled but not scheduled for a test they will not show up in reporting
 - b. If a test report is added or removed after the student is reported in Data Interaction, it will be updated when the test window closes.
 - c. The same goes with demographics, if they were added, updated, or changed after the student’s results were reported in Data Interaction, they will be updated at the end of the testing window after the final DB Sync
51. That last part of this training is going over Student Tools, Accommodations and Accessibility features. Universal tools are tools that are available to all students. Accessibility features are pre identified prior to testing and some are available to students without an IEP/504 plan, and accommodations are also identified prior to testing and require an IEP or 504 plan.
52. Accommodations and accessibility features can be assigned to students on the accommodations tab of the student interface. When adding be sure that accommodation is available for the assessment. The accessibility features and accommodations outlined in green on this screenshot are those delivered through the platform.
53. For your Spanish version test takers, put those students in a separate class and assign the class to a Spanish version of the test. You will also check the box for Spanish Language version on this screen and add any Spanish TTS accommodations if needed.
54. Screen readers can be used with the test platform for Math and Ela, we have more guidance on using 3rd party devices in our Testing with Third Party assistive technology guide we also recommend testing out your third-party assistive technology by using the formative assessments with the kiosk.
55. For students with special supports there is the allow accessibility mode testing, this mode is only available for windows devices more detail on this accommodation in the testing with third-party assistive technology guide. Students can also use CoWriter word prediction which is available for Windows, Mac, and Chrome OS both in English and Spanish.
56. Again, just a reminder that the accessibility features and accommodations are listed on the test ticket cover sheet, be sure to review those before handing out student logins to students to ensure the correct accommodations are assigned.
57. In the portal there is also a feature that allows you to upload accommodations for groups of students, the easiest way to upload accommodations is to export them first, make your edits in the exported file and then upload back into the portal.
58. And one last reminder that you can check the form a student has to ensure they have the correct accommodated form for TTS and ASL.
59. For your students with Text to speech, you will need to ensure that the accommodations are assigned to the student before they log into a test. If you must add accommodation after student is scheduled but before they log in, click on Add or Update Students test Logins button after TTS has been added to get their new student login that is associated with the text to speech form. If

the student logs in without TTS, they will need to have the accommodation added and then be placed in a new class and scheduled again.

60. For your Spanish Language test takers, you will create separate classes for the Spanish test, then you will schedule the Spanish class for the Spanish test. Ensure that the students that require Spanish Text to Speech have the Spanish TTS Accommodation and then when your students get ready to log into the kiosk, they will need to switch from English to Spanish by using the localization drop down on the kiosk log in screen.

61. Final reminders for

DTCs/ STCs:

Deactivate unused accounts.

Once a student has been added in a Pre-ID upload or manually, they can be used in any assessment (MSSA, iMSSA, Cognia Formative)

TAs/Proctors:

Ensure Students have TTS form BEFORE they log into test (se

Spanish version of test must be scheduled separately – accommodation setting is for reporting only.

Do not schedule students for the Spanish version if they do not need the Spanish version.

62. This concludes part one of the New Mexico Public Education Assessments online platform training. Thank you for viewing.